

Fiscal Year-End Instructions For P-Card Program User Agencies

The instructions include solutions for payment of the purchases in two distinct fashions. They are designed to allow agencies either to pay for as many items as possible out of current year funding and appropriations or to wait and pay all of the open items as Y vouchers.

The P-Card Program billing cycle for June 16, 20XX - July 15, 20XX crosses fiscal years. Agencies participating in the P-Card Program will have two options in processing the June/July 20XX payment.

1. Agencies can elect to do nothing before the June 30, 20XX fiscal year-end. When the June/July 20XX billing invoice is parked, agencies will have to reduce the invoice by the amounts attributed to FYXX (June 16-June 30 20XX) activity and process a separate FB60 Direct Invoice as a Y-Voucher. Agencies must follow Y-Voucher instructions when processing this payment. The remaining portion of the June/July 20XX billing invoice attributed to FYXX (July 1- July 15 20XX) activity should be posted and FYXX appropriation and funding will be used.
2. Agencies can elect to pay for the June FYXX half of the billing cycle from FYXX appropriation and funding. On or about June 30, Agencies can go to the US BANK website at: <https://access.usbank.com/> and download agency spending activity for the month of June 20XX. Based upon the transaction postings, agencies can process an FB60 Direct Invoice to US BANK for the FYXX (June 16 - June 30 20XX) activity. The payment would be paid from FYXX appropriation and use FYXX funding. On or after July 15, when the June/July 20XX billing invoice is posted, agencies will have to reduce the invoice by the amount previously paid for FYXX and by any remaining unpaid FYXX transactions. A separate FB60 Direct Invoice must be processed as a Y-Voucher for the remaining unpaid FYXX transactions. The remaining portion of the June/July 20XX billing invoice attributed to FYXX (July 1- July 15 20XX) should be posted as regular FYXX activity.

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The FB60 Direct Invoice must be processed using vendor number 100099611 U.S. Bank CPS and the Partner Bank field for your agency MUST be completed as shown.

Enter Vendor Invoice: Company Code ARK

Transactn: R Invoice

Basic data: BaselineDt 05/31/2005, Due on 05/31/2005, Discount, Disc.base, Pmt Method A, Pmt Meth.Sup., PmtCurrcy, Inv ref, Part.bank 0080, House bank TREAS, Instructns

Payment: Pmnt terms NT00, Days, Days, Days net, USD, To be calculd, Fixed, Free for payment

Withholding tax: Bal. 100.00-

Vendor: U.S. BANK CPS, 200 S SIXTH ST, MINNEAPOLIS MN 55402, USA, 612-973-7539

Part.bank type (1) 31 Entries Found

BankT	Ct...	Bank Key	Bank Account	R
0034	US	091000022	4246044555602642	
0080	US	091000022	4246044555600604	
0209	US	091000022	4246044555608482	
0211	US	091000022	4246044555607872	
0295	US	091000022	4246044555608474	
0314	US	091000022	4246044555602634	

Use the drop-down menu to select your agency's specific bank transaction code.

If the FB60 Direct Invoice is to be processed as a Y-Voucher, you must enter a Y as the first character in the Reference field as shown:

Enter Vendor Invoice: Company Code ARK

Transactn: R Invoice

Basic data: Vendor 100099611, Invoice date 05/31/2005, Posting Date 05/31/2005, Document type KR Vendor invoice, Amount 100.00, Sp.G/L, Reference Y-Voucher, Period 11, USD, Calculate tax

Payment: Bal. 100.00-

Withholding tax: Vendor: U.S. BANK CPS, 200 S SIXTH ST, MINNEAPOLIS MN 55402, USA

You may want to pick up the warrant instead of mailing it so you can write the agency managing account number on the face of the check. This will ensure your agency will receive proper credit for payment of the check. Otherwise US Bank may credit another Arkansas account with your agency's payment. **If you mail the warrant, use the address on the US Bank statement (AASIS vendor 100113150) and not the one for vendor 100099611 in AASIS.**

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P-Card Monthly Billing Parked Document:

To process the June/July 20XX billing invoice from US Bank, it must first be reduced to reflect only the July 20XX portion of the payments. To reduce the US Bank invoice for amounts already paid for the FYXX items needing to be paid separately as a Y-Voucher, you must “Zero out” the line items to be excluded and adjust the vendor line amount total accordingly.

Post Document: Display Overview

Document Date	05/27/2005	Type	ZY	Company Code	ARK
Posting Date	05/27/2005	Period	11	Currency	USD
Document Number	INTERNAL	Fiscal Year	2005	Translation dte	05/27/2005
Reference	0080041520050002				
Doc.Header Text	PROCUREMENT CARD		Trading Part.BA		
Items in document currency					
PK	BusA	Acct	USD	Amount	Tax amnt
001	31	0080 0100099611	U.S. BANK CPS	17,402.94-	**
002	40	0080 5090003000	Special Purpose Sup	59.48	P0
003	40	0080 5090003000	Special Purpose Sup	1,102.89	U1
004	40	0080 5090018000	Subscriptions Pubs	260.80	U1
005	40	0080 5090018000	Subscriptions Pubs	65.15	U1

Double click on the line to be excluded.

Post Document: Correct G/L account item


G/L Account	5090003000 Special Purpose Supplies		
Company Code	ARK State of Arkansas		
Item 3 / Debit entry / 40			
Amount	USD		
Tax code	U1		
Jurisdic. Code	0411903201		
Cost Center	140001	Business Area	0080
Fund	SD60000	Order	

Zero out the amount field. Hit enter.

Amount is zero - line item will be deleted

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Enter through the caution message.

Return to the  Overview screen and repeat the process for each line to be excluded.

Once all the appropriate lines are excluded, the user will have to adjust the vendor payable line C amount to equal the expense line D amount.

PK	BusA	Acct	USD	Amount	Tax amnt
001	31	0080 0100099611 U.S. BANK CPS		17,402.94-	**
011	40	0080 5090026000 DP Supps		212.83	P0
012	40	0080 5090006000 Office Supplies		118.81	P0
013	40	0080 5090026000 DP Supps		139.73	P0
		Other line items		14,854.31	
D		16,300.05	C	17,402.94	
				1,102.89- *	92 Line items

Remember to keep track of the items deleted that need to be paid using the Y-Voucher process.